



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
**ADMINISTRATIVE OFFICER III,
RESOURCES AGENCY**
DEPARTMENTAL PROMOTIONAL



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST

Statewide

SALARY RANGE

\$5311 - \$6598

WHO SHOULD APPLY

This is a Departmental Promotional examination for the **Department of Parks and Recreation**. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Parks and Recreation as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or
3. Must be a current or former employee with the Legislature, with two or more consecutive years of service as defined in Government Code Section 18990; or
4. Must be a current or former nonelected exempt employee of the Executive Branch of government with two more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined in Government Code Section 18992; or
5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants who meet the criteria under 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

FILING INSTRUCTIONS

Final Filing Date: November 06, 2015

Applications (STD. 678) are available at California Department of Human Resources website www.jobs.ca.gov or Department of Parks and Recreation's website at www.parks.ca.gov. Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

INCLUDE EXAM CODE (5PR17) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".

Only applications for the *Administrative Officer III, Resources Agency*, will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Note: Do not send your application via office or interoffice mail. Application received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174.

(Continued on reverse side)

Exam Title: Administrative Officer III, Resources Agency
Exam Code: 5PR17
Schem Code: JZ57

Release date: October 23, 2015
Final Filing Date: November 06, 2015
Class Code: 4557

WHERE TO APPLY

Applications may be delivered in person or by mail. Please submit to:

By mail:

Department of Parks and Recreation
Attention: Selections Unit/Gay HarveyKaestner
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/Gay HarveyKaestner
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814

EXAMINATION DATES

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **December 2015/January 2016**.

Note: Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 651-1404.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **November 06, 2015**, the **final filing date**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note:** **Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

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MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Either I

Experience: One year of experience in the California state service performing staff duties such as fiscal management, budgeting, administrative analysis, personnel, or business services of a class at a level of responsibility not less than that of an Administrative Officer II, Resources Agency.

Or II

Experience: Four years of increasingly responsible experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have included one year performing the duties of a class at a level of responsibility not less than that of an Administrative Officer II, Resources Agency.)

And

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

The Administrative Officer III is full supervisory level. Incumbents plan, organize, direct and manage all administrative and staff services activities in the largest districts or in the Park Operations Division, Headquarters, including the supervision of subordinate professional staff. Incumbents supervise a professional staff who are typically in the administrator officer, personnel, budget, or other analyst series. Incumbents report directly to the District Superintendent or Division Chief.

EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION SCOPE

A. Knowledge of:

1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles and practices of employer-employee relations.
3. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
4. Principles and practices of general business management.
5. Modern office methods, forms, and equipment.
6. Buildings management.
7. Purchasing principles and practices.
8. Laws, rules, and regulations governing administrative practices in the California state service.
9. Principles of accident prevention and safety practices.
10. Public information channels and methods.
11. Organization and functions of the Resources Agency.

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EXAMINATION SCOPE (continued)

B. Ability to:

1. Develop and install new and revised methods and procedures.
2. Analyze administrative problems.
3. Analyze situations accurately and take effective action.
4. Plan, organize, and direct the work of others.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
6. Reflect management's position on collective bargaining issues.
7. Develop and maintain cooperative and harmonious working relationships.
8. Communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing administrative responsibility.

VETERANS' PREFERENCE

Per Section I, section 18973.5 of the Government Code, this exam does not meet the requirements to be considered an entrance exam and therefore Veterans' Preference are **not** granted.

CAREER CREDITS

Career credits are not granted in promotional examinations.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 651-1404, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: Locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.: State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. These rules may be reviewed at departmental personnel offices or at the Information Counter of the California Department of Human Resources in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-1404

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)